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1856

MANUAL

OF THE

BOARD OF EDUCATION,

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WITH

RULES AND REGULATIONS

FOR THE GOVERNMENT OF THE

PUBLIC SCHOOLS

IN THE

CITY OF BROOKLYN.

ADOPTED APRIL 15th, 1856.

BROOKLYN:
I. VAN ANDEN'S STEAM PRESSES, 30 FULTON STREET.

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THE LIBRARY
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NAMES AND RESIDENCE

OF THE

Officers of the Board of Education.

BROOKLYN.

PRESIDENT,

CYRUS P. SMITH,

51 Pierrepont street.

VICE PRESIDENT,

EDWARD W. DUNHAM,

63 Warren street.

CITY SUPERINTENDENT AND SECRETARY,

J. W. BULKLEY,

216 South Fourth street.

KEEPER OF DEPOT,

HENRY DEAN,

99 Degraw street.

CLERK,

SAMUEL P. KING,

St. Felix st, near Lafayette Av.

NAMES AND RESIDENCE

OF THE

Members of the Board of Education,

BROOKLYN.

ANTHONY, EDWARD
103 Amity street.

BELLINGHAM, JOHN
169 Prospect street.

BERGEN, JOHN G.
Third avenue, near 35th street.

BAYLIS, ABRAHAM B.
106 Livingston street.

BERGEN, PETER G.
Third avenue, corner 18th street.

BRINKERHOFF, ISAAC
Fulton av. near Clove Road.

BOOTH, SAMUEL
83 Tillary street.

BERGEN, DEHART
First avenue, near 44th street.

BROWN, JOHN X.
100 South 1st street.

BURR, JONATHAN S.
129 South 9th street.

BURNHAM, H. G.
Ainsley st. near Union avenue.

COCKS, JOHN D.
261 State street.

COPLAND, EDWARD
Clinton avenue, near Park av.

CALDWELL, WALLACE E.
207 South 9th street.

CRANE, WILLIAM W.
De Kalb av. cor. Clinton av.

CROWELL, STEPHEN
Lefferts street, near Grand av.

DILLINGHAM, WILLIAM S.
128 Henry street.

DUNHAM, EDWARD W.
63 Warren street.

FIELD, THOMAS W.
South 9th near 9th street.

GREENWOOD, JOHN
23 Clinton street.

HALL, JAMES
Orient av. near Bushwick av.

HALSEY, JOHN
Corner Clinton and Myrtle av.

HARRIS, WILLIAM M.
47 Sands street.

HAYNES, STEPHEN
302 Bridge street.

HARTEAU, HENRY
70 La Fayette avenue.

HOW, JAMES
83 Willow street.

HUNTER, JOHN W.
Clinton av., near Green av.

LAY, CHAUNCEY A.
Sixth street, cor. North 6th.

MURDOCK, JAMES
Prospect Hill.

PEER, WILLIAM H.
2 Franklin Block, Green Point.

POOLE, WILLIAM
362 Atlantic street.

PARSONS, GEORGE W.
95 State street.

PHELPS, JOHN M.
De Kalb av., near Yates av.

PIERSON, HENRY R.
78 Livingston street.

POLLEY, GRAHAMS
318 First, corner North 6th.

RODMAN, THOS. H.
129 Remsen street.

SMITH, CYRUS P.
51 Pierrepont street.

SULLIVAN, THOMAS
110 Warren street.

STEWART, JOHN
Bushwick avenue, cor. Varet st.

TAYLOR, PETER G.
197 Washington street.

THORNE, JOHN S.
43 Sands street.

TUTTLE, CHARLES F.
97 South 5th street.

TAYLOR, FITCH
Classon avenue, n. P. S. No. 4.

THURSBY, ROBERT G.
486 Grand street.

WHITING, ROBERT M. Jr.
135 Front street.

STANDING COMMITTEES.

1856--7.

On School Houses.

SULLIVAN, HARRIS, BRINKERHOFF, HALL, D. BERGEN, LAY, COCKS.

On Finance.

P. G. BERGEN, DUNHAM, ANTHONY, HUNTER, P. G. TAYLOR, BURR, TUTTLE.

On School Books.

DILLINGHAM, BROWN, J. G. BERGEN, CRANE, THURSBY, COPLAND, HOW.

On Teachers.

THORNE, FIELD, RODMAN, BOOTH, POOL.

On Law.

GREENWOOD, PARSONS, CALDWELL.

On Music.

BRINKERHOFF, TUTTLE, SMITH, F. TAYLOR, STEWART.

On Supplies.

HARRIS, BELLINGHAM, PEER.

On Library.

THORNE, HALSEY, SMITH, J. G. BERGEN, PHELPS.

On Evening Schools.

BAYLIS, PIERSON, P. G. TAYLOR, BURNHAM, POLLEY, TUTTLE, HAYNES.

On Normal School.

COPLAND, ANTHONY, GREENWOOD, THORNE, TUTTLE.

On Examinations.

BURNHAM, COCKS, CROWELL, MURDOCK, WHITING, JR.

SCHOOL COMMITTEES.

No. 1. P. G. TAYLOR, RODMAN, WHITING, Jr.

" 2. D. BERGEN, J. G. BERGEN, P. G. BERGEN

" 3. BRINKERHOFF, CROWELL, HUNTER.

" 4. F. TAYLOR, PHELPS, BRINKERHOFF.

" 5. HAYNES, ANTHONY, PARSONS.

" 6. COCKS, PIERSON, BAYLIS.

" 7. THORNE, HOW, BELLINGHAM.

" 8. ANTHONY, GREENWOOD. DILLINGHAM.

" 9. MURDOCK, CRANE, BOOTH.

" 10. P. G. BERGEN, J. G. BERGEN, D. BERGEN.

" 11. HUNTER, HARTEAU, CRANE.

No. 12. COPLAND, HALSEY, SMITH.

" 13. DUNHAM, SULLIVAN, POOLE.

" 14. HARRIS, HALSEY, SULLIVAN.

" 15. VACANT.

" 16. TUTTLE, BURR, CALDWELL.

" 17. LAY, POLLEY, FIELD.

" 18. BROWN, THURSBY, BURNHAM.

" 19. FIELD, CALDWELL, TUTTLE.

" 20. VACANT.

" 21. VACANT.

" 22. PEER, HALL, LAY.

" 23. HALL, THURSBY, STEWART.

" 24. STEWART, TUTTLE, BROWN

COLORED SCHOOLS.

No. 1. HARTEAU, PARSONS, WHITING, Jr.

" 2. BRINKERHOFF, CROWELL, CRANE.

" 3. POLLY, CALDWELL, BROWN.

VISITING COMMITTEES,

1856.

APRIL.

BROWN, BRINKERHOFF, MURDOCK, DUNHAM.

MAY.

LAY, POOL, THORNE, HOW.

JUNE.

TUTTLE, CRANE, P. G. TAYLOR, HALSEY.

JULY.

ANTHONY, P. G. BERGEN, BELLINGHAM, HALL.

SEPTEMBER.

PIERSON, DILLINGHAM, CROWELL, BURNHAM.

OCTOBER.

BURR, COPLAND, F. TAYLOR, PARSONS.

NOVEMBER.

FIELD, COCKS, PEER, D. BERGEN.

DECEMBER

PHELPS, BOOTH, HUNTER, J. G. BERGEN.

1857.

JANUARY.

PARSONS, SULLIVAN, RODMAN, POLLY.

FEBRUARY.

CALDWELL, HARTEAU, THURSBY, HAYNES.

MARCH.

BAYLIS, GREENWOOD, STEWART, HARRIS.

CLASSIFICATION OF MEMBERS,

AND THE

TIME THEY HAVE TO SERVE.

Class First—Two Years.

J. G. BERGEN,
P. G. BERGEN,
J. BRINKERHOFF,
SAMUEL BOOTH,
J. D. COCKS,
W. E. CALDWELL,
W. W. CRANE,
STEPHEN CROWELL,
WM. M. HARRIS,
J. J. MURDOCK,
GRAHAMS POLLY,
THOMAS SULLIVAN,
JOHN STEWART,
P. G. TAYLOR,

ROBERT THURSBY.

Class Second—One Year.

EDWARD ANTHONY,
J. BELLINGHAM,
H. G. BURNHAM,
J. S. BURR,
EDWARD COPLAND,
E. W. DUNHAM,
W. S. DILLINGHAM,
THOMAS W. FIELD,
JOHN HALSEY,
STEPHEN HAYNES,
HENRY HARTEAU,
JAMES HOW,
W. H. PEER,
C. P. SMITH,

J. S. THORNE.

Class Third—Three Years.

A. B. BAYLIS,
DEHART BERGEN,
J. X. BROWN,
J. GREENWOOD,
J. W. HUNTER,
JAS. HALL,
C. A. LAY,
G. W. PARSONS,
WM. POOLE,
J. M. PHELPS,
H. R. PIERSON,
T. H. RODMAN,
CHAS. F. TUTTLE,
FITCH TAYLOR,

R. M. WHITING, JR.

RULES

TO BE OBSERVED IN TRANSACTIONS WITH DEPOT.

Pens and Pen-holders, Writing Paper, Copy Slips, and Slate Pencils, Pails, Dippers, Brooms, Mats, Brushes. Towels, Chalk or Crayons and Sponge, without charge.

1. Books will be delivered at the Depository daily from 9 till 12 o'clock.

2. Books are furnished to destitute scholars upon the written order of the Principal thereof, endorsed by one or more of the School Committee with name and residence of Pupil and Parents, stating their known inability to pay for the same.

3. Returns from the Principals for books so furnished are to be made at the Depository weekly, and all accounts for the same are to be fully settled at the end of every month.

4. No Text Books are to be introduced into any of the Schools, unless previously authorized by the Board of Education.

5. All Text Books authorized by the Board to be used in the Public Schools as well as all Copy Books, and Copies for writing, shall be purchased by the Principal at the Depot; and no such articles obtained by them elsewhere shall be sold at the Schools.

TEXT BOOKS

AUTHORIZED TO BE USED IN THE PUBLIC SCHOOLS

OF THE

CITY OF BROOKLYN.

Cobb's Spelling Book.
Price's "
" Primer.
Mandaville's 1st Reader.
" 2nd "
" 3d "
" 4th "
Course of Reading.
Hazen's Definer.
Claggett's Expositor.
Lynd's Etymology.
Taylor's Physiology.
Baldwin's Tables.
Thomson's Higher Arithmetic.
" Practical "
" Mental "
Stoddard's Intellectual "
" Juvenile Mental Arithmetic.
Pinneo's Analytical Grammar
Primary "
Morse's Geography.
Smith's "
Fitch's "
Fitch's Mapping Plates.
Monteith's Manual of Geog'y.
Cornell's Intermediate "
" Primary "
Mattison's Astronomy.
Mayhew's Book Keeping and Blanks.
Willard's History of U. S.
Parker's Outlines of General History.
Parker's Natural Philosophy.
" 1st Lessons.
Jaeger's Zoology.
Quackenboss' 1st Lessons in English Composition.
Tower's Algebra.
Davies' "
" Mathematics.
Crosby's Geometry.
Copy Books plain ruled.
Slates, Toy.
" Small.
" Medium.
" Large.

RULES OF THE BOARD.

At all stated meetings the business shall be announced by the presiding officer in the following order, unless dispensed with by a vote of the Board:

1. Calling the Roll and noting the attendance of members and the absentees.
2. Reading and approving the Minutes.
3. Communications.
4. Presentations of Bills.
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Unfinished Business.
8. Motions and Miscellaneous Business.

All resolutions shall be presented in writing and shall not be considered unless seconded.

A question consisting of distinct propositions, shall be divided at the request of a member.

When a question is under consideration, no motion shall be received, except to adjourn, to lay on the table, for the previous question, to postpone, to divide, to commit, or to amend; and these shall have precedence in the order in which they have been named.

The motion for the previous question shall be put in this form:—"Shall the main question be now put?" and if sustained by a majority, the propositions before the Board, shall be forthwith put without debate, in the inverse order in which they were offered.

Motions to lay on the table, for adjournment, for the previous question, shall be taken without debate; and at the re-request of two or more members, the yeas and nays shall be called.

In speaking, the members shall rise and address the Chair. Any member having spoken twice on a question, may be called to order, and shall not proceed without the permission of the Board.

The member first named on any committee shall be chairman thereof; and in case of his resignation or absence, the one next in order shall perform the duties of chairman.

The reports of committees shall be presented in writing, signed by the members who concur therein.

In case the members are equally divided on any question, it shall be deemed to be lost.

COMMITTEE OF THE WHOLE.

The Board may form itself into a Committee of the Whole, in which case the President, first naming a President shall leave the Chair.

The Rules of the Board shall, as far as practicable and except so far as they may restrict members speaking more than twice, or provide for the calling of the yeas and nays, and of the previous question, and except the motion to adjourn, be observed in Committee of the Whole, a motion for the committee to rise may be made by any member at any time.

BY-LAWS.

ARTICLE I.

Meetings.

The regular meetings of the Board of Education shall be held on the first Tuesday of each month, at such hour and place as the Board may designate. Special meetings may be called as hereinafter provided.

ARTICLE II.

Officers.

The Officers shall be a *President*, *Vice President*, *City Superintendent*, *Clerks and Messenger.*

Sec. 1. The President shall preside at the meetings, preserve order, appoint the Standing and other Committees, except when ordered by the majority to be chosen by ballot; call special meetings when he shall deem it necessary, or on the written application of any three members; and perform such other duties as are usual to a presiding officer.

§ 2. In the absence of the President, his duties shall devolve upon the Vice President, and in their absence, a President shall be chosen pro tempore.

§ 3. The City Superintendent shall be elected annually, and shall have the custody of the records, books and papers, give due notice to the members of the time and place of all special and other meetings when directed by the Board, keep full

minutes of their proceedings and record the same, keep a true account of all money drawn from the Treasury and for what purpose, and a correct record of the text books ordered by the Board to be used in Schools, in all which duties he shall have the assistance of the Clerks.

He shall devote his time when the schools are in session to their visitation and supervision, give his personal attendance at the Office of the Board for the transaction of business on Tuesdays from 9 o'clock, A. M., to 3 P. M. of each week, and he shall examine all Teachers and certify to their qualifications, before they can be appointed, examine and sign such warrants as shall be ordered by the Board, pay the salaries of Teachers and other bills at his office, on Saturday succeeding the appropriations, and make the Annual Report as required by law, and such other reports as the Board for its information may require.

§ 4. The Clerks shall act as assistants to the Secretary, and, under direction of the Finance Committee, shall keep the accounts of the Board, enter and engross the minutes of the proceedings of the Board and of the Standing Committees, draw and enter Warrants, have charge of the Depot and School Books, and render such service as may be directed or may become proper in connection with the furnishing of books and supplies to the Schools; and they shall give their personal attendance at the office and depot, between the hours of 8 o'clock, A. M., and 1 o'clock, P. M., and 2 and 5 o'clock, P. M., during each week day, and at such other times as the Committee may require, with the exception of those days on which the Board shall direct the office to be closed; and discharge such other duties as the Board shall direct.

§ 5. The Messenger shall distribute the notices of meetings of the Board and of its Committees, and be present at the meetings of the Board to receive its directions.

§ 6. All Warrants shall be drawn payable to the order of the individual to whom the same may be due, and the purpose for which the same are drawn shall be stated in the mar-

gin of the Warrant Book; said Warrant shall be signed by the President or Vice President, and Secretary; or in case of the absence or inability of either, by such other member or members as may be designated for that purpose by the Board.

ARTICLE III.

Elections.

The Election of Officers shall be by ballot, and shall take place annually on the second Tuesday after the first Monday in February, immediately after the reading of the Minutes, provided that no other time be designated by the Board. Notices of the day of election shall be duly served on the members and members elect by the Secretary. A majority of the votes cast shall be necessary to a choice of all the Officers of the Board, and no Officer shall be removed except by a vote of a majority of the whole Board.

ARTICLE IV.

Quorum.

A majority of all the members shall constitute a quorum necessary to the transaction of business, though any number may from time to time adjourn.

ARTICLE V.

Standing Committee.

At the Annual Meeting for the election of officers, or the next meeting thereafter, Standing Committees shall be appointed as follows:

Sec. 1. On School Houses.—This Committee shall consist of seven members, and its duty shall be to visit and examine, during schools hours, every School in the City, at least once in each year, and as often as required by the School Committee, with a view to ascertain the actual condition and wants of each.

They shall cause the School Houses to be kept in good repair, and after advisement with the School Committee may make any alteration or improvement, the cost of which shall not exceed one hundred dollars.

The Committee shall report upon the location, size and model of each new School House to be erected; and cause all necessary plans and models and specifications to be drawn and made; and with the concurrence of the Law Committee, may cause contracts to be prepared for the doing of the work; but no contract or agreement which shall involve an expenditure exceeding one hundred dollars shall be binding, unless approved by the Board, and subscribed by the President and Secretary; but in every contract, there shall be inserted an express condition that no member of this Board shall be admitted to any share or part thereof, or to any benefit to arise therefrom, directly or indirectly.

§ 2. On Finance.—This Committee shall consist of seven members, and shall have charge of the financial affairs of the Board, audit all bills and accounts referred to them, and if approved by a majority of the Committee, order them to be paid. They shall present, at each stated meeting an abstract of the available means of the Board and the condition of the several accounts.

§ 3. On School Books.—This Committee shall consist of seven members, whose duty it shall be to recommend from time to time such Schools Books as they believe best adapted to the wants of the schools, and such measures as will tend to secure uniformity of instruction and give the greatest facilities for developing the minds of the pupils. All questions respecting Maps, Charts, Diagrams, Globes, and other school apparatus, shall also be referred to this Committee.

§ 4. On Teachers.—This Committee shall consist of five members, who, together with the respective School Committees shall have the power to employ such teachers as may be

required in the schools, subject to the approval of the Board at the next meeting thereafter, to which their action shall be reported. (School Committees may employ teachers temporarily, but such teachers shall not draw their pay for a longer period than two weeks, unless their appointment is sanctioned by the Teachers' Committee.)

§ 5. On Libraries.—This Committee shall consist of five members, who shall have power to expend the library money in conformity with the law, and shall report to the Board a catalogue of the books purchased, and the amount expended They shall also purchase the school books and stationery for the depot, and exercise a supervisory care over the school libraries.

§ 6. On Law.—This Committee shall consist of three members, to whom shall be referred, for examination and report, all questions of a legal nature.

§ 7. On Music.—The Music Committee shall consist of five members, who shall have charge of all matters appertaining to the subject of music, and may nominate the Music Teacher or Teachers to be appointed by the Board.

§ 8. On Supplies.—This Committee shall consist of three members, who shall purchase and supply all articles for the use of the Schools and the Board, enter into contracts for fuel, &c., except such as are otherwise provided for in sections 3 and 5.

§ 9. On Evening Schools.—This Committee shall consist of seven members, whose duty it shall be to organize such schools as the Board may direct, appoint the necessary teachers, and make such other provisions for their management as the Board may approve—and for the more perfect performance of their several duties, they may appoint from their own members sub-committees for each school under their charge.

§ 10. On Normal Schools.—This Committee shall consist of five members, one of whom shall be the Chairman of the Teacher's Committee. It shall be their duty to organise such Normal Schools as the Board may approve—to appoint the necessary teachers, and make such other provision for their management as the Board may direct.

The Chairmen of the respective Committees on School Houses, Finance, School Books, Teachers, Supplies and Evening Schools, shall keep minutes of their proceedings in books prepared for the purpose, which shall be handed over to their successors in office. If the Chairman of any Committee shall neglect to call the same together for such a length of time as the majority of said Committee shall deem unreasonable, said majority may, in that case, call a meeting thereof.

The duties of all Committees are to be discharged under the direction of the Board, and no action of any Committee is to be binding until reported to the Board and approved, unless upon a reference with power, or where the power is expressly given.

ARTICLE VI.

School and Visiting Committees.

Sec. 1. Each School shall be under the particular charge of a Committee of three members, and shall be called the School Committee thereof. They shall have power to cause such repairs to the School buildings as may be necessary, not exceeding ten dollars in any one month. They shall also have the power to suspend a teacher for gross misconduct or neglect of duty, but shall make a written report of the same together with all the facts upon which their action is based to the Board at its next meeting. Each member shall visit his school at least once in each month; shall confer with the teachers in relation to their duties, and advise them when occasion may require; keep watchful eye over the School House, Furniture, and other property committed to their

charge; and take cognizance of any complaints duly made, or of difficulty between the parents or guardians of the children and the teachers; and shall see that the rules and regulations of the Board are enforced.

§ 2. There shall be Visiting Committees of four members appointed to do duty in each month of the year, except August. Such Committees shall, in the month for which they are appointed, visit and examine the condition of all Schools and School Houses, and make report upon each at the stated meeting of the month succeeding; and in such report they shall make any suggestions deemed necessary or proper in regard to the interests of the several schools or the cause generally, which shall be in writing.

The President shall announce the Committees for the month, at the regular monthly meeting, and so arrange them that no member shall be required to serve twice on the Committee during the same year.

ARTICLE VII.

Resignations and Examinations.

All vacancies of teachers occurring in the schools must be immediately communicated by the School Committee to the Chairman of the Teachers' Committee, or to the Board, by filing the same with the City Superintendent, in whose office shall be kept the record of all vacancies and the names of all candidates.

Examinations of Teachers shall be held in strict conformity with the statute regulating the qualifications of teachers, always holding up the highest standard, but at the same time, having some regard to the position to be taken by the applicant; but in no case shall certificate of qualification be issued for any other grades than Principal and Assistant. The Superintendent shall enter the results of such examination, with such additional remarks as he may please to make in a book subject only to the inspection of the members of the Board when a certificate is granted.

The examination of Candidates for Principal of a School, must be held by the Superintendent in presence of, at least, one member of the Local Committee of the school to be supplied and one of the Teachers' Committee—but all other examinations may be held and conducted as in the opinion of the City Superintendent he may think best.

ARTICLE VIII.

School Buildings.

The Buildings for the Public Schools in the City of Brooklyn, shall be used for no other purposes than such as may be immediately connected with Public School instruction.

ARTICLE IX.

Amendments.

Alterations and amendments to these By-Laws may be made by a majority voting for the same, at two successive regular meetings.

RULES AND REGULATIONS.

PART I.

Sec. 1. During each School day, the Schools shall be in session for six hours, exclusive of from half an hour to one hour at noon.

From the first of April to the last of September the school session shall commence at 8 1-2 o'clock, A. M.; and from the first of October till the last of March, at 9 o'clock, A. M., and be continued, with an intermission of ten minutes morning and afternoon.

§ 2. The Schools shall be closed on Saturday and Sunday of every week; from the 25th of December to the first of January inclusive; on the 4th of July and 22d of February; on all days appointed by the public authorities for religious observance; during the month of August, and such other days as the Board may direct.

§ 3. The discipline to be maintained in the schools, shall be of a mild and parental character, and corporeal punishment is to be avoided, except when absolutely necessary, of which necessity the Principal must be the judge—but, children or parents may complain to the Trustees of unnecessary severity, and the complaint shall be heard and adjudged by them.

§ 4. Any scholar who shall be guilty of defacing, or in any way injuring or damaging the school property, or who shall be guilty of gross misconduct, using obscene or profane language,

or whose example is seen to be injurious, and whose reformation, after admonition, appears to be hopeless, shall be subject to expulsion or such other penalty as may be prescribed by the School Committee, to whom the case shall be forthwith reported by the teacher.

§ 5. When a Pupil has been expelled from any school, notice thereof shall be served by the Principal on the Superintendent, who shall notify the Principals of all the Schools, and such pupil shall not be admitted into any of the Public Schools of this city, for the term of six months thereafter. That no imposition may be practiced, a record shall be kept by each Principal of all expelled pupils, and the date of expulsion, and all cases of expulsion shall be reported to the Board.

§ 6. The books used and studies pursued shall be such as may be authorized by the Board of Education and no others.

§ 7 No publications, magazines, or subscriptions for any purpose, shall be introduced into the Schools without the consent of the Board of Education.

§ 8. The Records of the School shall at all times be subject to the inspection of the members of the Board.

§ 9. There shall be a Depot of all necessary articles for the Schools, under the direction of the Library and Supply Committees in charge of the Clerks of the Board who shall enter all articles purchased by said Committees in books to be provided for the purpose when received.

§ 10. There may be such annual public examinations of the pupils of the Schools as the Superintendent in connection with the respective School Committees may appoint and arrange; to which the members of the Board of Education and the public shall be invited.

§ 11. When any child, during his or her stay in the School, has behaved in such a manner as to meet the approbation of

the Local Committee of Education, he or she shall be furnished with a certificate, semi-annually, expressive of such approbation in the name of the Board.

PART II.

Organization of Schools.

Sec. 1. All the Public Schools shall be open for the admission of children above five years of age, according to the law of the State, residing in the districts where the schools are located: and no children residing in one district shall be entitled to admission in a school of another district, unless for some satisfactory reason it may be shown to be necessary, which reason must be approved by the Local Committee.

Male and Female Grammar Schools.

§ 2. The course of instruction, both in the Male and Female Grammar Schools, shall embrace Spelling, Reading, Writing, Definitions, Grammar, Composition, Declamation, Geography, History, Arithmetic and Vocal Music; and as far as practicable, the use of Globes, Drawing, (especially the Drawing of Maps,) Geometry, Trigonometry, Natural Philosophy, Astronomy and Algebra.

§ 3. No boy or girl can be admitted into these Schools until well versed in the studies taught in the Primary Schools. In the Female Schools one afternoon in the week may be devoted to plain sewing.

Primary Schools.

§ 4. The course of instruction in the Primary Schools, embracing children not sufficiently advanced for entrance into the other schools, shall be such as may be ordered by the School Committee.

§ 5. Each Primary School shall be furnished, as far as practicable, with desks, seats, lesson boards, slates and black boards.

§ 6. When any Pupil in the primary schools shall, in the estimation of the principal or the district committee, be sufficiently advanced in his or her studies, he or she shall be promoted to the Grammar school; which promotion shall be, as far as practicable, in classes, after a thorough examination by the Principal.

§ 8. A recess of *ten minutes* shall be allowed at the close of each hour, during which the scholars shall be occupied, under the direction of the teachers, and in the presence of at least one of them, in exercise and recreation in the open air; or if, from the state of the weather or the inconvenience of the building, this should be impracticable, they shall be employed in regular and general exercise in the school-room; such as rising and sitting by divisions, classes, or the whole together; marching and counter-marching; simultaneous motions of various limbs, &c.

PART III.

Duties of Teachers.

Sec. 1. The several teachers, whether Principals or Assistants, shall hold their office during the pleasure of the Board. Resignations shall be made to the Chairman of the Teachers' Committee, and shall take effect only after a notice of two weeks. Teachers who are obliged to leave their duties on account of sickness, must report the fact to the Principal, who will immediately communicate it to the School Committee.

§ 2. Every Public School, in the same building, shall be under the supervision and direction of the Principal of the Boys' Grammar School; and all the teachers and assistants shall be subject to his direction in all matters pertaining to the said schools, which do not conflict with these regulations or the By-Laws of the Board of Education. Below the Principal, authority shall be exercised according to grade or rank; and all the teachers and monitors in a department shall acknowledge the highest in rank as their head. It shall be the duty

of the Principal to organize the schools over which he presides, in all its departments; see that teachers are prompt in their attendance, and perform faithfully the duties assigned to them; hear every class under his charge at least once a month; remove teachers, with the concurrence of at least one of the School Committee, from one department to another, to answer a present purpose, as he may deem desirable; and seek to inspire the teachers under his direction with an ambition to excel in their profession. In case of the absence of the Principal, the School Committee shall designate one of the teachers to act as Principal during such absence.

§ 3. The Principals in each of the Schools shall have the immediate charge of all the children in their schools, who shall be divided into proper classes, according to their advancement; classes may be divided into two or more parts, where the capacity of the recitation rooms shall render it proper, in view of the health and comfort of the children; all who are not engaged in the recitation rooms shall remain for study under the eye of the teacher first in rank.

§ 4. Assistant Teachers shall keep class-books, in a form provided by the Committee on Teachers, in which they shall note the merits and demerits of scholars in their recitations, with such remarks as will enable the principal to be fully acquainted with the condition and progress of every class.

§ 5. Teachers, and especially *Principals*, shall give constant attention to the care of the school houses, fences, school furniture, school books and libraries, and shall give immediate notice to the School Committee whenever any injury has been committed, or repairs are needed; and it shall be the duty of the Principal of the school to cause the premises to be properly secured after the schools are dismissed, to direct the Janitor, and see that he properly performs his duty, to give receipts for fuel sent to the school, and see that it is properly stored, and used, and not wasted or destroyed.

§ 6. No teacher shall engage in any occupation that will interfere with the duties required of him or her by these regulations.

§ 7. The School shall be opened in the morning precisely at the hour appointed by the Board; and it shall be the duty of all the Teachers to be present at least 10 minutes previously, prepared to receive the scholars, and to call such pupils to an account as come in after the appointed time. A portion of the Holy Scriptures shall be read by, or under the direction of one of the teachers of the school. A Teacher's Roll shall be kept in each school, which shall be called precisely at the appointed time for opening, by the first in rank who is present, who shall proceed to perform the opening ceremonies, though the superior may not have arrived.

§ 8. It shall be the duty of the Principal in each school to keep a School Register, in which shall be entered the name of each scholar, with the age, date of admission and discharge; the parent or guardian's name, residence and occupation; the scholar's progress through the classes; and a daily record of the absence, tardiness, or negligence of the pupils; to inform the parents of such remissness, and, when necessary, report the facts to the School Committee; also to record every visit to the school by any member of the Board of Education, the City Superintendent, or any other person.

§ 9. The Principal shall make a Monthly Report to each member of the School Committee, and a quarterly report to the City Superintendent, of the number of children in the schools under his or her care, of the number admitted and discharged, the average attendance and the number of times the school has been visited by the Committees of the Board, the School Committee, the City Superintendent, or visitors generally: this report to be made up to the last day of the preceding month or quarter.

§ 10. At the Stated Meeting of the *Board of Education on the First Tuesday of January* in every year, the Principal

shall make to the City Superintendent an annual report dated the 31st day of December preceding, which shall contain a statement of the number of children on register on the first day of January preceding, the number that have been admitted and discharged during the year, the annual average attendance, and the number on register at date of the report: also the number of children who have attended school less than two months; two months and less than four months; four months and less than six months; six months and less than eight; eight months and less than ten; ten months and less than twelve; and twelve months; also, the number of books that have been added to the Library during the year, and the number in Library at date of report.

§ 11. The Teachers shall not permit collections of money to be made from the scholars for presentations, gifts or for any other purpose without the permission of the School Committee, nor allow any books or other publications to be distributed in their schools, except those provided for the instruction of the children by the Board of Education; and during school hours, they must not be engaged in reading, writing, needle, or other work, except in pursuance of their school duties.

§ 12. It shall be the duty of the Teachers, as far as practicable, to make themselves acquainted with the inhabitants of the district in which their schools are located.

§. 13. The Principals of the Boys' Grammar Schools shall act as Librarians, and attend to the loaning out of books to the inhabitants of the District, at such times as may be prescribed by the School Committee of their respective schools.

SCHOOL DISTRICTS.

Each District is that portion of the City included in and bounded as follows:

DISTRICT No. 1.

Centre lines of Fulton, Sands and Bridge streets, and Myrtle avenue to Fulton street.

House—Corner of Adams and Concord streets.

LYMAN E. WHITE, Principal.

Residence—277 Pearl street.

DISTRICT No. 2.

All that portion south-westerly of Twenty-seventh street.

House—Forty-seventh street, between Third and Fourth avenues.

JACOB SAND, Principal.

Residence—Bay Ridge.

DISTRICT No. 3.

Centre lines of DeKalb, Grand, Atlantic, and Washington avs., Baltic street, and Clove Road to City lines, following said line to DeKalb avenue.

House—Bedford, corner of Jefferson avenue.

FREDERICK D. CLARKE, Principal.

Residence—Herkimer street, near Clove road.

DISTRICT No. 4.

Myrtle, Grand and DeKalb avenues to the City line of Brooklyn, before the consolidation, to Wallabout Bay, and Washington avenue to Myrtle avenue.

House—Classon, near Flushing avenue.

SAMUEL C. BARNES, Principal.

Residence—Kent avenue, near DeKalb avenue.

DISTRICT No. 5.

Fulton avenue, Canton street, Myrtle and Hudson avenues, Johnson and Bridge streets, and Myrtle avenue to Fulton street.

House—Myrtle avenue, corner of Gold street.

CHARLES E. TUTTLE, Principal.

Residence—

DISTRICT No. 6.

Court, Atlantic and Boerum streets, Fulton avenue, Canton street, Fifth avenue, First street, Second avenue, Fifth street, First avenue, Gowanus Bay to Court street.

House—Warren, near Smith street.

DAVID SYME, Principal.

Residence—Greene avenue, near Adelphi street.

DISTRICT No. 7.

Fulton, Sands, Gold and York streets, Navy Yard Wall, and East River to Fulton street.

House—York, near Bridge street.

FRANCIS C. BUCK, Principal.

Residence—116 Duffield street.

DISTRICT No. 8.

Fulton, Boerum and Atlantic streets, and East River to Fulton street.

House—Middagh, between Henry and Hicks streets.

JOSIAH REEVE, Principal.

Residence—71 Nassau street.

DISTRICT No. 9.

Fifth avenue, First street, Flatbush line, Clove road, Baltic street, Washington avenue, and Atlantic avenue to Fifth avenue.

House—Degraw street, near Grand avenue.

EDWIN SPAFARD, Principal.

Residence—Ryerson street, near Willoughby av.

DISTRICT No. 10.

First street, Second avenue, Fifth street, First avenue, Gowanus Bay, Twenty-seventh street, Greenwood Cemetery line, and Flatbush line to First street.

House—Fourteenth street, between Fourth and Fifth avenues.

PETER ROUGET, Principal.

Residence—Twenty-first st., near Fourth av.

DISTRICT No. 11.

Atlantic, Grand, Myrtle, Washington and DeKalb avenues, and Canton street to Atlantic.

House—Washington, between Greene and Gates avenues.

BENJAMIN F. LIBBY, Principal.

Residence—Greene avenue, near Adelphi street.

DISTRICT No. 12.

Oxford street, Myrtle avenue, Canton street, DeKalb and Washington avenues, and Wallabout Bay to Oxford street.

House—Adelphi street, near Myrtle avenue.

EDWIN S. ADAMS, Principal.

Residence—244 South Second street.

DISTRICT No. 13.

Atlantic and Court streets, Gowanus Bay, and East River to Atlantic street.

House—Degraw street, opposite Cheever place.

A. B. CLARKE, Principal.

Residence—20 Tompkins place.

DISTRICT No. 14.

York, Gold, Sands, Bridge and Johnson streets, Hudson and Myrtle avenues, Oxford street, Flushing avenue, and Navy to York street.

House—Navy, corner of Concord street.

C. W. WOLCOTT, Principal.

Residence—116 Duffield street.

DISTRICT No. 15.

House—To be near Flatbush avenue.

Principal.

Residence—

DISTRICT No. 16.

House—South Third, corner of Fifth street.

LEONARD DANKLY, Jr., Principal,

Residence—Adelphi street near Myrtle avenue.

DISTRICT No. 17.

House—North Fifth, corner of Fifth street,

HENRY D. WOODWORTH, Principal.

Residence—Flushing, near Bushwick av.

DISTRICT No. 18.

House—Remsen street, near Ewen street.

EDWARD BUSH, Principal.

Residence—275 Fifth street.

DISTRICT No. 19.

House—South Second, corner of Tenth street.

THOS. W. VALENTINE, Principal.

Residence—244 South Second street.

DISTRICT No. 20.

House—South Fourth, between Eighth and Ninth street.

MRS. C. D. KELLY, Principal.

Residence—South Third, near Fifth street.

DISTRICT No. 21.

House—McKibbin, near Ewen street.

MISS KATE McWILLIAMS, Principal.

Residence—Van Cott, c. Graham av. E. Brooklyn.

DISTRICT No. 22.

House—J street, between Franklin and Union avenue.

JOSHUA B. GRIFFING, Principal.

Residence—Madison st. n. Franklin av. G. P.

DISTRICT No. 23.

House—Bushwick Centre, near Bushwick church.

JOHN M. WITHERSPOON, Principal.

Residence—253 Grand street, Williamsburgh.

DISTRICT No. 24.

House—Bushwick Cross Roads.

WILLIAM M. KERR, Principal.

Residence—Greene, b. Bushwick av. and Broadway.

DISTRICT No. 25.

House—Walworth street, near Myrtle avenue.

Principal.

Residence—

PRIMARY, No. 1.

House—North Sixth, near First street.

MRS. MARY COOPER, Principal.

Residence—North Seventh st. near Fourth av.

PRIMARY, No. 3.

House—North First, near Fourth street.

MISS LOUISA O. TILLY, Principal.

Residence—North Eighth, near Fifth street.

PRIMARY, No. 4.

House—Ninth, near Ainslie street.

MRS. SUSANNAH BROWN, Principal.

Residence—North Second, corner of Seventh st.

PRIMARY, No. 5.

House—Front street, corner of Green Lane.

MISS MARY A. LEECH, Principal.

Residence—Livingston street, near Nevins.

COLORED, No. 1.

House—Willoughby, near Raymond street.

WILLIAM J. WILSON, Principal.

Residence—Greene, near Fulton avenue.

COLORED, No. 2.

House—Weeksville

JUNIUS C. MOREL, Principal.

Residence—Schuyler street, Weeksville.

COLORED, No. 3.

House—Tenth street, near North Second street.

SAMUEL S. RANKINS, Principal.

Residence—249 South Fourth st., Williamsburgh.

AN ACT

To re-organize and regulate the Common Schools and the Board of Education in the City of Brooklyn.

Passed April 4, 1859, "three-fifths being present."

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Sec. 1. The Common Council of the city of Brooklyn shall, on the first Monday of February after this act becomes a law, appoint thirty-three persons, residents of said city, one of whom at least, shall reside in each school district thereof, who together shall constitute a Board of Education. It shall then divide the said Board into three equal classes, each class containing eleven members, and shall determine by lot their respective terms of office, so that the first class shall serve one year, the second two years, and the third three years. In each year thereafter, the said Common Council shall appoint eleven members of said Board, care being had to preserve the representation of at least one member from each school district, whose term of office shall continue three years, and in case a vacancy shall at any time occur in said Board, the said Council shall supply the same. The persons so appointed, shall be re-eligible, and shall hold office until their successors are appointed and shall have qualified.

§ 2. The Board of Education shall have the entire charge and direction of all the Public Schools of said city, and of the School Moneys raised for the support of the same, and shall

possess the powers, and be subject to the general duties of Trustees of Common Schools in this State, so far as the same are not impaired or affected by this act. It shall annually choose a presiding officer, make its own by-laws, keep a journal of its proceedings, define the duties of its officers and committees, and prescribe such rules and regulations for instruction and discipline in the said Public Schools, as are not inconsistent with the laws of the State; and all the provisions of the act relating to resignations and expulsions in the Common Council shall be applicable to the Board of Education.

§ 3. The whole city shall be a school district for all purposes of taxation, as well for the purchase of school sites and the building and repairing of school houses, as for the annual support of schools; but shall be divided by the Board of Education into as many districts as there are schools, for the purpose of determining the limits within which children may attend such schools.

§ 4. The Board of Education shall have power to organize and establish Schools for Colored Children, and such Evening Schools as it may, from time to time, deem expedient, and shall adopt the necessary rules for the government of the same. It may make use of the Public School Houses under its charge for such Evening Schools, and the expense of said Schools shall be paid out of the General Fund, in the same manner as those of other Public Schools. No person shall be prohibited from attending the Evening Schools on account of age.

§ 5 The Board of Education shall appoint a City Superintendent of Common Schools, who shall, ex-officio, be the Secretary of the Board. In addition to such other duties as may be devolved upon him by the Board, in the Visitation and Superintendence of the Schools, he shall examine the qualifications of Teachers, and grant Certificates in such manner and form as may be prescribed by the State Superintendent, which shall not be in force longer than a year, and may at any time

be revoked by the Board of Education. He shall also make such Annual and other Reports of the condition of the Schools, and of other matters, as may be required by law or by the said Board. He shall be paid a salary out of the General Fund, to be fixed by the Board, and may be removed from office by the vote of a majority of all the members of the Board of Education.

§ 6. The Treasurer of the City shall be, ex-officio, the Treasurer of the Board of Education, and shall receive to the credit of said Board, from the County Treasurer, the amount of School Money to which the City is entitled from the State Appropriation, together with such amount as is raised by the Board of Supervisors, to entitle the City to its distributive share of the School Moneys of the State, and from the City Collector the Money raised by tax for the support of Schools; and he shall disburse the same only by the order and upon the warrant of the Board of Education, drawn in favor of the person entitled to payment, signed by the presiding officer of the Board, and countersigned by its Secretary.

§ 7. The Treasurer shall give such Bonds for the faithful performance of his duty as the Common Council may require, and shall report Monthly to the Board of Education his receipts and expenditures, with the balance remaining on hand to the credit of the Board, and such other information in relation thereto as the Board of Education may from time to time require.

§ 8. The Board of Education shall provide for taking an Annual Census of all the Children of the City, on the thirty-first day of December in each year, between the ages of five and sixteen years inclusive, which enumeration, with such statistical and other information as may be required by law, shall be included in the Report of the City Superintendent, required in a previous section.

§ 9. The Board of Education shall present, annually, on or before the first Monday in February, to the Common Council, an estimate of the money required to be raised in the ensuing year for the support of the Schools and for the purchase of School sites, as well as for building and repairing of School Houses; and the Common Council shall determine what sums shall be raised for such purposes, respectively, in addition to the amount already required by law in order to entitle the City to its distributive share of the State School Money.

§ 10. The amount of Money to be raised for the support of Schools in any one year, exclusive of the sums required to purchase sites, and to build and repair School Houses, as well as to entitle the City to its share of the State School Money, shall not be less than one dollar and twenty-five cents, nor more than one dollar and seventy-five cents, for each child between the ages of five and sixteen years, within the City, as ascertained by the previous census, herein required to be taken on the thirty-first of December in each year.

§ 11. The several amounts so determined by the Common Council to be raised as aforesaid, shall be levied upon all the taxable property of the City, in the same manner, and at the same time as the taxes for City purposes, and shall be stated and sent to the Board of County Supervisors, to be levied and collected accordingly,

§ 12. The Board of Supervisors, in the Warrant to the Collector, shall direct him to pay the amount so to be collected to the Treasurer of the City, to the credit of the Board of Education, out of the first Moneys collected.

§ 13. It shall be the duty of the first Board of City Assessors elected after this law shall take effect, to estimate the value of the School Property of each School District as heretofore existing, and certify the same to the Board of Superpervisors. The Supervisors shall thereupon proceed to equalize the said value by assessing the aggregate amount thereof upon

the whole City, and crediting each School District on account of its general tax, with the value of its separate School Property, and its special School taxes already laid and in progress of collection.

§ 14. The Board of Education shall determine the number and location of Schools; but no expenditures for the purchase of ground for the erection of School Houses shall hereafter be made, unless the same shall have been approved of by the Common Council. Such approval shall be deemed to have been given when the tax therefor shall be approved by the Common Council, and levied by the Supervisors; or it may be especially given upon the application of the Board of Education to make expenditure in anticipation of a tax to be levied in the ensuing year.

§ 15. The title of all property now or hereafter to be required for School purposes, shall be vested in the Board of Education.

§ 16. The Board of Education shall determine whether any and what portion of the State Appropriation and the County tax, designated as Library Money, shall be applied to the purchase of School Libraries and Apparatus, and the disposition thereof; and the residue of said money shall be applied to the payment of Teachers' wages, or for the purchase of School books, and to no other purpose.

§ 17. The money raised for the purchase of School sites, and the building, repairing and furnishing of School Houses, shall be known as the "Special School Fund," and all other moneys as the "General School Fund;" and it shall be the duty of the Board of Education to keep accurate accounts of its receipts and expenditures, distinguishing between those of a general and those of a special character; and it shall not be lawful to expend any portion of the moneys raised for the use of one of said funds, for the purposes of the other of said funds, but the expenditures shall be made in conformity with the

appropriations under which the funds were levied and collected.

§ 18. The Board of Education shall make returns annually, to the Common Council, of its receipts and expenditures, specifying those on account of the General and Special Funds respectively, with such other details as the Common Council may from time to time require.

§ 19. No School in said City shall be entitled to any portion of the School Moneys, in which the religious sectarian doctrine or tenets of any particular Christian or other religious sect shall be taught or inculcated, or which shall refuse or prohibit visits or examinations by the City Superintendent or members of the Board of Education of said City; provided that this section shall not be deemed to prohibit the use of the Holy Scriptures without note or comment.

§ 20. The Schools of the Asylum Societies in said City, shall participate in the distribution of the School Moneys, in such manner that they shall respectively receive a sum in proportion to the number of children who shall have actually attended such School without charge during the preceding year, for which School Moneys are raised; which sums shall be equal to the amount paid to any of the Public Schools in said City, in proportion to the number of children who shall have actually attended any such School during the said preceding year, actually orphans, or half orphans.

Session Laws 1850, *Chapter* 143, *Page* 237.

EXTRACT FROM TITLE XI. OF THE CHARTER OF THE CITY OF BROOKLYN.

§ 13. There shall be a Board of Education, and all the provisions of the law relating to the Board of Education of the present City of Brooklyn shall apply thereto; except that the Board hereby authorized shall be constituted of the members

of the said present Board, and such additional members as may be appointed by the Common Council for the portion of the city embraced in the present City of Williamsburgh and town of Bushwick, and the said Common Council is hereby authorized and required to appoint and classify such additional members having reference therein to the proportional increase of inhabitants by the additional territory; and the school property of the Cities of Brooklyn and Williamsburgh and town of Bushwick, and the several districts thereof, shall be valued by the first Board of Assessors elected after this act shall take effect, and the Board of Supervisors of the county shall proceed to equalize the said value, by assessing the aggregate amount thereof upon the whole City, and crediting each School District (the City of Brooklyn to be considered as one district,) on account of its general tax with the value of its separate school property, and any special school taxes already laid and in process of collection. The eighth and twentieth sections of the Act, entitled to reorganize and regulate the Common Schools and Board of Education of the City of Brooklyn, passed April 4, 1850, is hereby repealed.

LAWS RELATIVE TO COMMON SCHOOLS. Passed 1855.

Chap. 80.

An Act to amend the law of taxation for the support of Schools, and to change the mode of distribution of the School Moneys.

Passed April 12, 1856, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. There shall hereafter be raised by tax, in the present and each succeeding year, upon the real and personal estate of each county within the State, three-fourths of a mill upon

each and every dollar of the valution of such estate, for the support of Common Schools in this State, to be apportioned and distributed by the Superintendent of public instruction, in the same manner as the proceeds of the State tax of eight hundred thousand dollars, in lieu of which this tax is substituted, and now required to be apportioned and distributed, except as hereinafter provided. The Board of Supervisors of each county shall assess such amount upon the real and personal estate of such county, in the manner provided by law for the assessment and collection of taxes; and shall, annually, as soon as the aggregate valuation of the real and personal estate of their county shall be ascertained, give immediate notice thereof to the Superintendent of Public Instruction. No Clerk of any Board of Supervisors, or other person who may make out the tax list or assessment rolls of any town, shall omit to include and apportion among the moneys to be raised thereby, the amount hereby required to be raised for the support of schools, by reason of the omission of the Board of Supervisors to pass a resolution for that purpose.

§ 2. Every district in this State in which a school shall have been taught by a qualified teacher for the time of six months, or by successive teachers, whose periods of actual instruction amount in the aggregate to six months, and no other shall be enumerated for the purpose of the distribution of so much of the school money as shall be divided equally among the districts.

§ 3. Every District School in which two or more qualified teachers are actually employed at the same time for the period of six months or over, shall be enumerated as so many districts as there have been teachers thus employed during the year, whether any one or more of them had been continuously employed for the whole period of six months or not, providing the number of teachers actually employed shall have been at no time less than the number at which the district is enumera-

ted. Pupils employed as monitors or otherwise, shall not be deemed teachers for the purpose of such enumeration.

Chap. 179.

An Act to provide for a more thorough supervision and inspection of Common Schools, and further to amend the statutes relating to Public Instruction in this State.

Passed April 12th, 1856, three fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. The Board of Supervisors of the several counties in this State composing each one Assembly District, and also the Boards of Supervisors of each of the counties of Fulton and Hamilton, shall assemble at their usual place of meeting, on the third day of June next, at noon, and elect for their county an officer to be called School Commissioner. Such officer shall be elected by ballot, and shall hold his office from the day of his election until the first day of January, one thousand eight hundred and fifty-eight.

§ 2. The Boards of Supervisors of the several counties in this State having more than one Assembly District, except the counties of New York and Kings, shall meet on the third day of June next, at noon, and elect by ballot an officer to be called School Commissioner, for each Assembly District in their respective counties, who shall hold his office until the first day of January, one thousand eight hundred and fifty-eight.

§ 3. The Supervisors of the towns of Flatbush, Flatlands, Gravesend, New Lots and New Utrecht, in the county of Kings, shall, on the third day of June next, meet at the usual place of meeting of the Board of Supervisors of said county, and elect

by ballot a School Commissioner for that portion of said county, not included within the City of Brooklyn, who shall hold his office from the day of election until the first day of January, one thousand eight hundred and fifty-eight, and until a successor shall have been elected by the inhabitants of the said towns in the manner hereinafter provided.

§ 4. In the several counties composing each but one Assembly District, the respective Boards of Supervisors shall have power and are hereby authorized, in their discretion, to choose two School Commissioners whenever the number of School Districts in the county shall exceed one hundred and forty, counting two parts of Districts joint with other counties one District. In case two Commissioners shall be chosen as aforesaid, then the Board of Supervisors shall immediately proceed to divide the county into two districts or sections, having reference in such division, as nearly as may be, to equalize the territory and number of schools and pupils under the supervision of each commission, and also having reference to the density of population, and the facilities for travelling. They shall make a description of the divisions established by them, and assign the charge of one of them to each of the Commissioners then chosen. But no town shall be divided in the formation of any such District. Such description shall be filed in the office of the County Clerk, and a copy thereof sent by him to the Superintendent of Public Instruction.

§ 5. In case any two persons shall have an equal number of votes for the office of Commissioner, at the election hereinbefore provided for, the Clerk of the Board may give a casting vote, but except for that purpose, shall have no vote in the proceedings.

§ 6. A certificate of the election of every Commissioner shall forthwith be made by the Clerk of the Board of Supervisors, and filed in the office of the County Clerk, and a duplicate thereof be sent by mail to the Superintendent of Public

Instruction: and the County Clerk, upon the filing of such certificate, shall forthwith give notice, in writing, to the School Commissioners of their election, who shall, within ten days after such notice, take and subscribe the constitutional oath of office, and shall give notice of their acceptance to the Superintendent of Public Instruction, and enter upon their duties immediately. They shall hold their office until the first day of January, one thousand eight hundred and fifty-eight, and until their successors shall have taken and filed with the County Clerk, the like oath of office.

§ 7. At the annual general election, held in the year one thousand eight hundred and fifty-seven, and every three years thereafter, there shall be elected on a separate ballot, to be endorsed "School Commissioner," in the several Assembly Districts, and in the sections of single Assembly Districts, formed and designated as hereinbefore provided, and in the towns of Kings county not included in the City of Brooklyn, a School Commissioner for such district or section. All the provisions of law relating to the mode of voting and of canvassing the votes for county officers, shall apply to and govern the election of such Commissioners. The person so elected shall enter into office on the first day of January, one thousand eight hundred and fifty-eight, and shall hold office for three years, and until their successors shall have qualified according to law. Each of such Commissioners, in counties where more than one is elected, shall take charge of that one of the Assembly Districts, or that one of the sections, into which any county having but one Assembly District may be divided, for which he shall have been elected; but may, upon the written request of the Commissioner in charge of any other section of the same county, perform any duties therein, which he might discharge in the section of his own residence.

§ 8. Every Commissioner shall have power, and it shall be his duty:

1. To visit and examine all the Schools and School Districts

committed to his charge, as often in each year as shall be practicable; to inquire into all matters relating to the management, the course and mode of instruction, the books, studies, and discipline of such Schools, the condition of the school houses, out-buildings and appendages, and of the districts generally; to advise and counsel with the Trustees and other officers of School Districts, in relation to their duties, and particularly in relation to the construction, ventilation and warming of school houses, and the improving and adorning of the school grounds connected therewith, and to recommend to such Trustees and to the Teachers employed by them, the proper studies, discipline and management of the Schools, the course of instruction to be pursued, and to examine into the condition of the District Libraries. No Commissioner shall act as agent for any author, publisher or bookseller, or shall directly or indirectly receive any gift, emolument or reward for his influence in recommending the use of any book or school apparatus or furniture of any kind whatever. Any act herein prohibited shall be deemed a violation of his official oath, and any offer or solicitation to such an act, shall be considered an attempt to bribe and corrupt a public officer.

2. To examine persons offering themselves as candidates for teachers of public schools, in order to determine and to decide upon their capacity and to grant them certificates of qualification, in such forms as shall be prescribed by the Superintendent of Public Instruction, which certificates, according to the terms thereof, shall be evidence of the qualifications of such Teachers in the District of the county, to which such Commissioner shall be elected, or to which he shall be assigned in accordance with the provisions of this act.

3 To annul any certificate granted to any Teacher by him or by his predecessor, or by any town or county superintendent, whenever such Teacher shall be found deficient, and to examine upon reasonable notice and opportunity of defence to the Teacher, into all charges affecting the moral character of the Teacher, which may be presented as a cause for annul-

ling a certificate by whomsoever such certificate may have been granted, and he shall report every instance of such examination, the evidence which may be presented in the case to the Superintendent of Public Instruction, immediately after the conclusion of such examination.

4. To organize and conduct at least once in each year, in his own District or in concert with the Commissioner or Commissioners of one or more adjoining Districts in the same county, a Teachers' Institute, and to induce if possible all the Common School Teachers in his District to be present and take part in the exercises of such institute; and to perform the duties imposed by chapter three hundred and sixty-one, laws of eighteen hundred and forty-seven, upon Town Superintendents, and to give the notice therein required to be given by the County Clerk:

5. And generally by all means in his power to promote sound education, elevate the character and qualification of Teachers, improve the means of instruction and advance the interests of the Schools committed to his charge.

§ 9. Any Commissioner may at any time resign his office to the Clerk of the county in which he was elected, and in case of vacancy from such cause or by death, removal from office or from the county, or refusal to accept, the County Clerk shall give immediate notice to the County Judge of such county, who shall appoint a successor to fill such vacancy till the next following general election, when a successor shall be chosen by the electors as hereinbefore provided.

§ 10. The Commissioners shall be subject to such rules and regulations as the Superintendent of Public Instruction shall from time to time prescribe, and appeals from their acts and decisions may be made to him in the same manner and with like effect as in cases now provided by law. They shall make reports annually to the Superintendent of Public Instruction, at such times as shall be appointed by him, containing such information as he shall require: and for that purpose the annual

reports of the Trustees of School Districts shall be made to them, and be deposited with the Town Clerks of the town in which the school house of each District is situated, from whom the said Commissioners shall obtain the same. Henceforth the Trustees of joint Districts, composed of territory lying in two or more towns in the same county, shall be required to make but one annual report, in such form as the State Superintendent of Public Instruction shall prescribe. The reports of the Trustees after the Commissioner shall have made his abstract therefrom, shall be properly arranged, filed, and together with a copy of his own annual report, shall be deposited in the Office of the County Clerk for safe keeping. The County Clerks shall not be required to make returns or abstracts of such reports.

§ 11. Every Commissioner shall have power to take affidavits, and administer oaths in all matters pertaining to Common Schools, but without charge or fee, and under the direction of the Superintendent of Public Instruction may hear and report to him testimony in all cases of appeals.

§ 12. Every Commissioner chosen or elected in pursuance of this act shall receive an annual salary of at least five hundred dollars, to be paid out of the income of the United States Deposit Fund, appropriated to this purpose or to the support of Common Schools, and it shall be the duty of the Superintendent of Public Instruction to apportion to each county, in his annual apportionment of the income of said fund thus appropriated, five hundred dollars for the salary of each Commissioner of Common Schools in said county, created under authority of this act.

§ 13. The several Boards of Supervisors, whenever, in their opinion, the interests of education in their respective counties will be promoted thereby, may increase the salary of any Commissioner to such sum as they may deem reasonable and just; but the Supervisors of the Wards in any City not included in a School Commissioner's District, shall not vote upon such questions; the increase over and above the five hundred dollars

payable to him from the United States Deposit Fund to be a charge upon the county or district over which such Commissioner may have jurisdiction: and the same shall be assessed annually upon the towns composing such county or District, rateably, according to the corrected valuations of the real and personal estate of such towns.

§ 14. The Boards of Supervisors are hereby authorized and required to audit and allow to such Commissioners such sums as they may have incurred for necessary expenses by them in the performance of their official duties to an amount not exceeding one hundred dollars.

§ 15. The Superintendent of Public Instruction shall also apportion to each of the Cities in this State, having, under special acts a Superintendent of Common Schools, or whose Boards of Education choose a Clerk doing the duty of Supervision under their direction, out of the income of the United States Deposit Fund appropriated for this purpose, or for the support of Common Schools, the sum of five hundred dollars for each member of Assembly to which such city shall be entitled according to the unit of representation adopted by the legislature, to be paid into the City Treasury, and expended as required by law for the support of Schools.

§ 16. The several Cities in this State which under special acts already elect Superintendents of Common Schools, or whose Boards of Education choose Clerks doing the duty of supervision under the direction of the Board of Education, shall not be included in any Commissioner's District created by this act or authorized to be formed by the Board of Supervisors; and the several Boards of Supervisors in counties in which such cities are joined to towns in the formation of an Assembly District, may divide the county, exclusive of such cities, into such School Commissioners' Districts as they may deem advisable, but no town shall be divided in forming such Districts.

§ 17. Whenever the Board of Supervisors of any county

in this State shall have appointed a Commissioner or Commissioners in pursuance of this act, and such officers shall have taken the constitutional oath of office, henceforth, and after that time, the office of Town Superintendent of Common Schools for the several towns in such county shall be abolished, and each Town Superintendent shall forthwith pay over to the Supervisors of his town all School Moneys unexpended, with a full statement of all moneys received and paid out by him since the last annual report made by him or his predecessor, and of the moneys remaining in his or his predecessor's hands at the time of making such report. He shall also specify in such statement the last apportionment made to the School Districts, separate neighborhoods and parts of joint Districts in his town, and shall also state specifically the part of such apportionment paid to each, and the balance thereof due to each. If it shall appear that any former Town Superintendent has neglected or refused to render to his successor in office such full statement of all moneys received and paid out by him during his official term or terms, it shall be the duty of the Commissioners created under this act, or any one of them, to require such delinquent Town Superintendent, by notice in writing, to make such return to the Supervisor of his town within twenty days from the date of such service; and if, after having been duly served with such notice, he still neglects or refuses to make such return as aforesaid, or show good cause why he has not done so, he shall be guilty of a misdemeanor, and it shall be the duty of the Supervisor of the town, or of any Commissioner created by this act, to sue for and recover all moneys in the hands of any defaulting Town Superintendent.

§ 18. Every Supervisor who shall embezzle any of such moneys, or any moneys that shall come into his hands by virtue of this act, shall be deemed guilty of a misdemeanor.

§ 19. The Public School Moneys heretofore paid to Town Superintendents, or on their orders, shall be paid only to the Supervisors of the towns.

§ 20. Before the County Treasurer of any County shall pay over to the Supervisor of any town in said county the Public School Moneys apportioned for the support of Schools therein, he shall require the said Supervisor to deposit with him a bond to the Treasurer, in behalf of the town, executed by said Supervisor, with two or more sufficient sureties, to be approved by said Treasurer, in the penalty of double the amount of said School Moneys, conditioned for the faithful disbursement, safe keeping and accounting for such moneys, and of all other School Moneys that may come into his hands from any other source; and whenever the said bond shall be forfeited, it shall be the duty of the County Treasurer to prosecute for the penalty of the same, in his own name, in behalf of the town, and the money recovered shall be paid over to the Supervisor of the town succeeding the Supervisor in default.

§ 21. The said Supervisors, in the disbursement of and accounting for School Moneys which shall come into their hands, shall be governed by the same laws and rules as are now applicable to Town Superintendents. Each of the said Supervisors shall keep a just and true account of all the School Moneys received and disbursed by him during each year, and shall lay the same, with proper vouchers, before the Board of Town Auditors, at each annual meeting of such Board.

§ 22. The said Supervisor shall, within fifteen days after the termination of his office, render to his successor in office a just and true account, in writing, of all School Moneys by him received before the time of rendering such account, and of the manner in which the same or any part thereof shall have been expended by him; and the account so rendered shall be delivered by such successor in office to the Town Clerk, to be filed and recorded in his office; and the Town Clerk shall forthwith send a copy of such account to the School Commissioner. Each Supervisor shall keep a bound blank book, in which all his receipts and disbursements of School Moneys shall be entered by him, specifying from whom, and the pur-

pose for which they were received; and to whom, and the purpose for which they were paid out. The cost of such book shall be a charge upon his town; and said book shall be delivered to his successor in office.

§ 23. On rendering such account, if any balance shall be found remaining in the hands of such Supervisor, the same shall be immediately paid by him to his successor in office, who shall hold it subject to the order of the Trustees of any School Districts, parts of District, or to the Trustee of any separate neighborhood, to which the same may have been apportioned, and which shall be entitled to receive it.

§ 24. It shall be the duty of the Supervisor, by his name of office, to sue for and recover all penalties and forfeitures imposed by any act relating to Schools in respect to which no provision is made, or for any default or omission by any Town Superintendent, or any other town officer or School District officer or officers, now required to be sued for by the Town Superintendent; and after deducting his costs and expenses, shall report the balance in his hands to the Commissioner, who shall apportion the same to the District or Districts to which the same may belong.

§ 25. All the duties and requirements of law now imposed upon Town Superintendents, in reference to the formation, alteration, dissolution, consolidation and annuling of School Districts, the building of School houses, the selection and change of sites, and in relation to the sale of School District property, and the disposal and apportionment of the moneys arising therefrom, are hereby imposed upon the School Commissioner, in respect to the several towns within his jurisdiction; and he shall pay over the said moneys to the Supervisors, to be by them paid to the Districts or parts of Districts which may be entitled to receive the same.

§ 26. All the powers and duties imposed upon Town Superintendents by sections seventy-two, seventy-three, seventy-seven, eighty and one hundred and thirteen, of chapter four hundred and eighty, laws of one thousand eight hundred and

forty-seven, are hereby imposed upon the Supervisors of the towns.

§ 27. All the powers and duties formerly possessed and exercised by the Trustees of the Gospel and School lots, and subsequently by section one of chapter one hundred and eighty-six, laws of one thousand eight hundred and forty-six, conferred upon Town Superintendent of Common Schools, are hereby conferred and imposed upon the Supervisors of towns, and shall hereafter be exercised and performed by them.

§ 28. It shall be the duty of the Town Clerk of each town:

1. To receive from the present Town Superintendents, all books, maps and papers appertaining to his office, and to file and keep them in the Town Clerk's Office.

2. To receive from the Supervisor the certificates of apportionments of School Moneys for the town, and record them in a book to be kept for that purpose.

3. To notify the Trustees of the School Districts when such estimates and appropriations are filed in his office.

4. To see that the Trustees of Common Schools make and file with him their annual reports, within the time prescribed by law.

5. To distribute to the Trustees of School Districts all blanks and circulars which shall be delivered or forwarded to him by the Commissioner, for that purpose.

6. To receive from the Supervisor, and record in a book kept for that purpose, the annual account of the receipts and disbursements of School Moneys required to be submitted to the town auditors, and filed with the said Clerk, and to send a copy thereof by mail to the Commissioner.

§ 29. All the powers and duties imposed upon the Commissioners of Common Schools, by the act passed April the twenty-seventh, one thousand eight hundred and twenty-nine, entitled "An act relative to moneys in the hands of Overseers of the Poor," passed April twenty-seventh, one thousand eight

hundred and twenty-nine, are hereby imposed upon the Supervisors of towns.

§ 30. It shall be the duty of the State Superintendent of Public Instruction, on or before the first day of January of each and every year, after deducting any portion hereinbefore required to be apportioned for and on account of supervision, to apportion and divide one-third of the remainder of the income of the United States Deposit Fund appropriated by law for the support of Schools, and one-third of all other moneys thus appropriated, among the several School Districts and separate neighborhoods in this State, from which reports shall have been received, in accordance with law, in the following manner, viz: to each separate neighborhood belonging to a School District in some adjoining State, there shall be apportioned and paid a sum of money equal to thirty-three cents for each child in such neighborhood, (between the ages of four and twenty-one;) but the sum so to be apportioned and paid to any such neighborhood, shall in no case exceed the sum of twenty-four dollars; and the residue of such one-third shall be apportioned and divided equally among the School Districts; and the State Superintendent of Public Instruction shall, by proper regulations and instructions to be prescribed by him, provide for the payment of such moneys to the Trustees of such separate neighborhoods and School Districts.

§ 31. It shall be the duty of the State Superintendent of Public Instruction, on or before the first day of January of each and every year, to apportion and divide the remaining two-thirds of the remainder specified in the preceding section, among the several counties, according to population, as the same shall appear from the last preceding State or United States Census; but in counties in which are situated cities having a special school act, he shall apportion to each city the part to which it shall be entitled, and to the remainder of the county the part to which it shall be entitled; and he shall certify such apportionment and every other apportionment, to the County Clerk of the county to which they shall be made, and to the School Commissioner or School Commissioners of such

county, and the School Commissioner or School Commissioners jointly, in counties having more than one Commissioner shall forthwith proceed to set apart to each separate neighborhood and School District within his or their jurisdiction, the amount apportioned to each by the State Superintendent of Public Instruction. The Commissioner or Commissioners shall then proceed to divide and apportion the balance of the Public School Moneys (apportioned according to population for the support of Schools within his or their jurisdiction) to the separate neighborhoods, School Districts and parts of School Districts, joint with parts in any city or a town in an adjoining county, in proportion to the number of children in each, (between the ages of four and twenty-one) as the same shall appear from the report of the Trustees of the last preceding School year; and he or they shall specify in such apportionment, the amount apportioned to each for library purposes and the amount for Teachers' wages. But no moneys shall be apportioned or set apart by him or them to any separate neighborhood or School District or part of a District, (joint with a part in any city, or with a part in a town in an adjoining county,) unless it shall appear from a report of the Trustees thereof for the last preceding school year that a Public School was supported by the inhabitants thereof, for at least six months during the year ending with the date of such report, by a duly qualified Teacher, except by special permission of the State Superintendent of Public Instruction. The Commissioner or Commissioners aforesaid shall then set apart to each town within his or their jurisdiction, the money so set apart and apportioned by them to each separate neighborhood therein, to each School District, the school-house of which is therein and to each part of a joint district therein, the school-house of which is located in a city or in a town in an adjoining county. A certificate shall then be made by the Commissioner or Commissioners, showing the amount apportioned to each separate neighborhood, School District, and part of a District, joint as hereinbefore specified, within his or their jurisdiction, and it shall also show the towns in which they are respectively situ-

ated. One copy of said certificate, signed by the Commissioner or Commissioners, shall be sent to the County Treasurer, and one copy to the State Superintendent of Public Instruction; and to the Supervisor of each town, the Commissioner or Commissioners shall certify the amount of School Moneys so apportioned, which he shall be entitled to receive from the County Treasurer, and the portions thereof to be paid by him for Library purposes and for Teachers' wages, to each District, separate neighborhood, and part of a District, (joint with a part in a city) or with any town in an adjoining county. The Supervisor shall forthwith make a copy of such certificate for his own use, and deposit the original in the office of the Town Clerk of his town, and the share of the several towns so apportioned shall be paid over to the Supervisors on and after the first Tuesday of February of each year. Sections four and five of the act entitled "An act to establish Free Schools throughout the State," passed April 12, one thousand eight hundred and fifty-one, are hereby repealed.

§ 32. The amount of money necessary to pay the salaries of the School Commissioners, and which shall be annually apportioned by the State Superintendent of Public Instruction from the United States Deposit Fund for that purpose, as hereinbefore provided, shall be drawn from the income of that fund upon the Warrant of the Comptroller, and retained in the Treasury to be paid out by the Treasurer to the several School Commissioners, upon the order of the said State Superintendent.

State of New York, } I have compared the preceding with
Secretary's Office. } the original laws on file in this office, and do certify that the same are correct transcripts therefrom and of the whole of said originals.

J. T. HEADLEY, Secretary of State.

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